


WEBEX INFO

Webex Meeting Tips for the Public



DDDS Legislative
Task Force

1. The DDDS Legislative Task Force will hold a public meeting conducted virtually via [Cisco Webex](#) (Webex) on Friday, August 7, 2020 at 9:30am.
 - For security and authentication purposes, registration will be required to offer public comment during the meeting. Those interested can register [here](#).
 - Meeting access information will be provided upon registration.
 - For those not comfortable using the Webex platform or would like to hear the meeting audio only, call **1 (408) 418-9388** and enter access code **129 569 4819**.
2. To attend the meeting via the Webex platform, it is strongly suggested that you download the Webex platform to your smart phone or computer **prior** to the scheduled meeting.
 - A smart phone or computer is not required to hear audio of the meeting. Call the dial in number above and enter the access code.
3. When joining the meeting, please ensure you are muted.
4. **Meeting structure & order will include being recognized to speak by the Chair.**
 - Please use the chat box to indicate your desire to speak or tap the “raise hand” icon. This will alert the Chair and staff to your desire to be recognized to speak.
 - Computer Platform: Open the Chat panel. → In the “Send To” or “To” drop-down list, select the recipient of the message. → Enter your message in the chat text box, then press Enter on your keyboard.
 - Mobile Platform: To send a private chat message, tap **Participants**  and then tap your message recipient. Tap **Chat**, enter your message, and tap **Send**.
 - After being recognized by the Chair, your line will be unmuted by the meeting moderator/host, please ensure your line is unmuted before speaking.
 - As always and especially with this new virtual platform, please remember to state your name first so everyone on the call knows who is speaking. This meeting will be recorded.
 - Comments from the public will likely take place at the end of a discussion on a specific topic.
 - The Task Force will accept written public comment at any time. Please email Mark.Brainard@delaware.gov and your comment will be distributed.
5. Webex help topics can be found online at: <https://help.webex.com/en-us/>